

**TENNESSEE STATE PARKS**  
Department of Environment and Conservation  
Division of State Parks

**POLICY DIRECTIVE:**

**MILITARY COURTESY:**

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**I. PURPOSE:**

To ensure that the Commissioned Officers of the Department of Environment and Conservation follow established procedures in the performance of Military Courtesies.

**II. SCOPE:**

The provisions of this policy are established for the members of the Commissioned Officers of the Department of Environment and Conservation, Division of Tennessee State Parks.

**III. AUTHORITY:**

**IV. BACKGROUND:**

This policy establishes specific procedures for the implementation of Military Courtesy by the Commissioned Officers of the Department of Environment and Conservation, Division of Tennessee State Parks.

**V. GENERAL:**

Members of the Tennessee State Parks Commissioned Officers shall make a continuous and special effort to display the department in the most favorable manner possible. For this purpose and to maintain a strong bond of comradeship among its members, it is the policy of this department for all commissioned members to practice military courtesy.

## VI. PRODEDURES:

### A. MILITARY COURTESY:

1. All commissioned members of the Department of Environment and Conservation shall be expected to exercise military courtesy on appropriate occasions. The following procedures and protocol are to followed during indicated ceremonies.

2. Executing salute:

a) The manner in which a salute is executed is important because it reflects upon the organization. A properly executed salute indicates pride in yourself and in your organization. It shows confidence in your ability as a member of the Tennessee Department of Environment and Conservation, Division of Tennessee State Parks Commissioned Officers.

b) The proper salute is rendered by raising the right hand smartly until the tip of the forefinger touches the headgear just above and slightly to the right of the right eye. The fingers are lined tightly together and the thumb lies snugly along the side of the hand. The hand and wrist are straight so that they form a straight line from the fingertips to the elbow. The upper arm (elbow to shoulder) should be horizontal. The salute is executed by turning the head and body toward the person receiving the salute. The hand is brought to the correct position in one motion without any preparatory movement.

(1) Do not smoke, talk, chew, etc. while saluting.

(2) While saluting the left hand shall be held at the side with the thumb at the seam of the trousers.

(3) Stand with heels together and feet at a 45-degree angle while giving the salute.

(4) Do not salute with any object in you right hand.

3. Upon approach of colors

a) Members in uniform with the hat on, upon approach of the National Colors, shall;

(1) Face the flag and render the military salute.

(2) If in uniform, but uncovered, stand at attention.

(3) The salute shall be executed when the colors are within six paces and should be held until they have passed six paces beyond.

(4) If in charge of a formation, render the salute.

(a) Members in the formation will not salute except on orders of the member in charge.

4. When National Anthem is played

a) Members in uniform with the hat on, at the first note of the National Anthem, shall;

(1) Face the music, if the National Colors are not present, and salute, holding the salute until the last note of the music.

(2) Members in uniform, but uncovered, shall stand at attention.

5. During formal raising or lowering of National Colors.

a) The same courtesies shall be extended as during the playing of the National Anthem.

6. Escorting and during funerals.

a) When on a traffic post, members shall remove hat and place over their badge, come to attention and hold that position until the hearse and members of the immediate family have passed.

b) Serving as pallbearers in uniform.

(1) Hat will be worn while carrying casket. When casket is placed, remove hat and place over badge until seated, the family has passed or until completion of the service.

c) Serving as honorary pallbearers in uniform.

(1) Place hat over badge, left hand down side, follow in proper order.

(2) Inside of church while walking behind casket place hat over badge, left hand down to side until casket is placed and congregation seated. The hat will be placed over badge at all times while standing or walking in church. (Hat will be held by the crown.)

7. Other courtesies and customs.

a) Prayers

(1) During prayers, if covered members shall remove hats and place over the badge and stand with head bowed, left hand and arm straight down to side.

(2) During prayers, if uncovered and carrying the hat, the hat shall be placed over the badge and stand with head bowed, left hand and arm straight down to the side

b) Buildings.

(1) Hats shall be removed when entering buildings unless otherwise directed by a supervisor. Hat shall be carried in the Officer's off hand.